Dates to use for Quota Corrections
(Prior to and after 2008 Leave Yearend Processing)

Please be aware of the following when entering quota corrections prior to and after 2008 leave yearend processing.

Military Leave

Military leave hours may only be posted during the calendar year in which they were added. Therefore a quota correction should be entered to remove Military leave hours that were added in the 2008 calendar year, and not used as of 12/31/2008. A separate quota correction may then be entered to add NEW Military leave hours for the 2009 calendar year using an effective date of 01/01/2009 or later.

When entering a quota correction to remove unused Military leave hours for 2008, an effective date in 2008 must be used, and will only apply to the unused hours that were added in 2008.

When entering a quota correction to add new Military leave hours for 2009, an effective date in 2009 must be used. If the hours are added during the data entry period for pay period 26/2008, the effective date used for the quota correction should be 01/01/2009. If the hours are added after the data entry period for pay period 01/2009, the pay period end date for the previous pay period should be used.

For example, if you need to post Military leave in pay period 02/2009, you will need to use 01/23/2009 as the effective date for the quota correction.

All Other Leave Types

Date	Description
12/17/2008	**Last day to enter quota corrections using an effective date between 07/26/2008 and 12/12/2008.**
12/22/2008	SAP is set with the "Earliest Retro Date" of 12/13/2008. Changes prior to 12/13/2008 are not allowed after this date.
12/31/2008	Quota corrections with an effective date between 12/13/2008 and 12/26/2008 may be entered up until 12/31/2008 to be included with pay period #25 processing. *Once pay period #25 has been processed, quota corrections with an effective date between 12/13/2008 and 12/26/2008 may still be entered up through 01/14/2009.*
12/27/2008– 01/14/2009	**Last chance to enter quota corrections for the 2008 leave year**. These quota corrections are included in the following 2008 yearend leave reports: Annual/Conv Sick Deleted at Year End *(Delete over 320)*, Converted Sick Leave Processing, CYE Leave Sign Off *(Employee Summary)*, and CYE Beginning Balances. **Quota corrections with an effective date between 12/13/2008 and 12/26/2008 may be entered up through 01/14/2009.** Please use an effective date between 12/13/2008 and 12/26/2008 for sick bank transactions so they do not interfere with leave yearend processing. **Quota corrections entered with an effective date during pay period #26 may be entered up through 01/14/2009 and MUST be dated between 12/30/2008 and 01/08/2009.** The dates reserved for LYE processing are: 12/27/2008, 12/28/2008, 12/29/2008 and 01/09/2009. Please DO NOT use any of the reserved dates when entering quota corrections. Please do not enter sick bank transactions using an effective date during pay period #26, where possible use an effective date between 12/13/2008 and 12/26/2008. *Any user who enters a quota correction and/or sick bank transaction using one of the dates reserved for LYE processing will be instructed to delete and re-enter*

Date	*Description*
	the quota correction using a different date.
01/26/2009 – 01/29/2009	**Run the Comp Delete Report for FLSA Exempt employees with an Anniversary Comp Delete Period of 26.** The comp time is not deleted until pay period 01/2009 to allow employees to use it up through 01/09/2009. As a result, comp time earned in pay period 01/2009 is also removed. <u>A quota correction to increase the comp by the number of hours in the "Earned in year-period 200901" column should be entered using an effective date between 01/24/2009 and 02/06/2009 (an effective date that is two pay periods after the anniversary period 26 must be used).</u> *Follow the Business Process Procedure for the Comp Delete Report available on the Division of Finance web page: http://finance.utah.gov/ in the Payroll, Payroll User Manual section.*
01/26/2009 – 02/11/2009	Departments may enter quota corrections for employees that did not convert sick leave because of errors with the leave record. **Use an effective date of 01/10/2009 or later**. Make a note of any adjustments made before having the employee sign off on the 'LYE Leave Summary By Employee' report. The employee should also initial and date the noted comments so there is no question as to why the adjustment was made.
02/28/2009	Last day for employees to notify the payroll person to not convert sick leave. The payroll person then enters quota corrections to reverse the conversion. **Use an effective date of 01/10/2009 or later**. Make a note of any adjustments made before having the employee sign off on the 'LYE Leave Summary By Employee' report. The employee should also initial and date the noted comments so there is no question as to why the adjustment was made.